



LONGREACH REGIONAL COUNCIL
Temporary (12 Months)
Part- time Customer Service Administration Officer
Ilfracombe
Part-Time (25hrs) Salary \$47,284.90-\$50,716.55

Council is seeking applications to fill the 12month part time (25hrs per week) Customer Service Administration Office in Ilfracombe. Applications will be received until **Friday 01 December 2023**. Late applications may not be considered.

The Position

Council is seeking the services of a person to fill the Part-time Temporary (12 Month) Customer Service Administration Officer in Ilfracombe. The successful applicant will be responsible for providing quality customer service as a pivotal first point of contact for Council, responding to customer enquiries in line with established procedures and key performance standards. This position is required to provide efficient and effective administrative support to the Customer Service Coordinator.

Qualifications and Experience

The successful applicant is expected to have demonstrated experience in providing high quality customer service to internal and external customers, along with experience in administration duties including records and system management with a demonstrated ability to meet time frames while addressing conflicting priorities. Demonstrated experience in the operation of Microsoft Office is essential. The successful applicant is expected to have or be working towards a Certificate III in Business Administration or similar filed and hold a current drivers licence (C class).

Salary and Conditions

The position is classified as a Level 3 of the Queensland Local Government Industry (Stream A) Award – State 2017 and offers an annual salary (including allowances and leave loading) of 5 weeks annual leave including leave loading of 17.5%, 15 days sick leave, 9 day fortnight. Salary sacrifice options, ongoing training and professional development and superannuation of up to 12% of salary is also available upon commencement.

Applications

If you believe you would like to join the Longreach Regional Council team, please visit the Council website at www.longreach.qld.gov.au and download a copy of the Position Description and Advertising document. Applications must include a current resume, 2 work related references and a letter addressing how you meet the position requirements. Applications can be emailed to council@longreach.qld.gov.au

Commitment to EEO and WH&S

Longreach Regional Council is an equal opportunity employer and is committed to providing a safe work environment for all staff. In achieving these goals, it is a mandatory requirement for successful applicants to satisfactorily pass a Federal Police Check and medical screening.

Council operates under a Drug and Alcohol Policy and the successful applicant will be required to undertake a drug and alcohol test, with a clear result, before an offer of employment is made.

Longreach Regional Council is an equal opportunity employer.

Brett Walsh
Chief Executive Officer

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